ADAMS PROGRAM INITIATIVES PROGRESS REPORT #3

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
ADAMS System Information Technology (IT) Components		
Availability	Re-Deployment of the Public ADAMS Library Web-based PARS redeployed after the SISP Task Force began its document review. [Q2/FY05] ADAMS 4.3 Upgrade Upgraded the ADAMS desktop software as one step in the plan to bring the ADAMS software to the most recent supported version. [Q2/FY05]	Server Improvements Acquire new hardware and software to improve system availability. [Q4/FY05] System Security Complete ADAMS Security re-accreditation so that ADAMS can continue to operate securely. [Q2/FY06] Filenet Software Upgrade. The software platform for all ADAMS Main Library will be upgraded to version 5.4. [Q4/FY05]
Performance	Release of Web-based Search for the ADAMS Publically Available Records System Library (PARS) Upgraded web-based search interface for PARS to latest vendor version to maintain stability and correct a problem with certain search results. [Q2/FY05] Hardware Upgrade for Main Library Storage Upgraded the disk array that contained the ADAMS documents to a Hitachi SAN (Storage Area Network) in order to maintain vendor support and increase storage capacity. [Q2/FY05]	Server Improvements Acquire new hardware and software to improve system performance. [Q4/FY05] Improve Access to PDF Files Implement byte-serving for PDF files and a new package interface to shorten document download time. [Q2/FY06] Convert TIFF to PDF Files Convert older TIFF files in ADAMS to PDF to shorten document download time. [Q1/FY06]

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
ADAMS System Information Technology (IT) Components (Continued)		
Functionality	ADAMS 4.3 Upgrade Major changes included: • Enhanced password controls • Upgraded the ADAMS Viewer capabilities. • Enhanced Find tool • Upgraded the "Create Report" functionality making it possible to produce reports containing large numbers of documents. [Q2/05]	ADAMS 4.4 Upgrade Define what functions and features are to be included in the next release of ADAMS. [Q3/FY06]
Ease of Use	Web-based Search for the ADAMS Main Library Developed, tested, and implemented a pilot project to provide input toward the design of the Web-based Search of the ADAMS Main Library for the staff. [Q3/FY05]	Web-based Search for the ADAMS Main Library Deploy Web-based search of the ADAMS Main Library. [Q1/FY06]
ADAMS Support Services		
Policy and Procedures	Update of information about handling of e-mails as Federal records Updated guidance for the staff in the *ADAMS Desk Reference Guide, rev.4.* [Q3/FY05]	Update of MD 3.4, "Release of Information to the Public" Update guidance for the staff on what documents to make public. [FY05]
Training and Documentation	ADAMS Desk Reference Guide Updated instructions for the staff for release 4.3. [Q3/FY05] SISP Web Site Created and maintained Intranet site as a central source of guidance for SISP review and document profiling.	
Support Services	ADAMS Support Center Assistance Provided support to offices in developing search strategies and electronic document handling approaches in support of SISP reviews.	ADAMS Support Center Staff Assistance Continue to support program offices during the document sensitivity review process and all other needs. [Q1-4/FY05]

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
ADAMS Support Services (Continued)		
User Input	Semi-Annual Meetings of the ADAMS Public Users Group Provided opportunities for feedback through presentations at this and other stakeholder forums. [Ongoing] The last meeting was July 20, 2005. ADAMS NRC Public User Surveys Finished analysis of feedback, made it available in ADAMS, and posted it on the public Web site. [Q2/FY05] Web-based Search for the ADAMS Main Library Deployed Pilot of Web-based search of the ADAMS Main Library for the staff. [Q3/FY05]	2nd Public User Satisfaction Survey-Under Preparation To be conducted in FY06 [Q4/FY06] Semi-Annual Meetings of the ADAMS Public Users Group Provide opportunities for feedback Presentations at this and other stakeholder forums. The next ADAMS Public Users Group meeting is scheduled for January 18, 2006. [Ongoing] Web-based access to the ADAMS Main Library Evaluate the pilot (staff input) for the design of the Web-based search of the ADAMS Main Library for the staff. [Q4/FY05]
ADAMS Document Capture and Distribution Services		
Timeliness of Document Processing	Process Improvements for EIE Submittals Changed procedures by DPC for processing EIE submittals to streamline indexing electronic documents and reduce document processing time. [Q3/FY05]	Desk Reference Guide for EIE Submitters Develop Desk Reference Guide to support EIE submitters. Guide gives step-by-step instructions for "rendering" PDF files (from commonly used commercial wordprocessing, spreadsheet, and presentation applications) that comply with the specifications and parameters prescribed in NRC's electronic submission guidance document. [Q4/FY05]

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
ADAMS Document Capture and Distribution Services (Continued)		
Timeliness of Incoming Document Delivery to the Staff	None.	<u>Special Pick-up Service for Incoming EDO Mail</u> Institute a new document pickup service (six scheduled runs per day) for the OEDO which will significantly increase the speed of processing EDO-controlled correspondence into ADAMS. [Q4/FY05]
Timeliness of Public Release	None.	<u>Update of MD 3.4, "Release of Information to the Public"</u> Update guidance to the staff on what documents to make public. [FY05]
ADAMS Collections and Profile Data		
Completeness of Document Collections	<u>ADAMS Records Quality Control Audit</u> Developed an audit plan and began conducting the audit. [Q3/FY05]	<u>ADAMS Quality Control</u> Develop a more systematic approach for ensuring completeness and accuracy of the ADAMS record collections. [FY05] <u>Conduct ADAMS Records Quality Control Audit</u> Complete the audit and issue the audit report. [Q4/FY05]
Quality of Profile Data	None.	<u>Profile Data Review</u> Review uncontrolled fields in ADAMS for accuracy and address any problems with associated Quality Assurance efforts (ongoing). [FY05]